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<p align="center">Department of Forensic Science</p> <p align="center">QUALITY MANUAL</p>	<p>Amendment Designator: B</p>
	<p>Effective Date: 1-February-2006</p>
<p align="center">GLOSSARY</p> <p>PURPOSE: This Glossary establishes uniform definitions of terms, acronyms and abbreviations commonly used in the Department.</p> <p>1 DEFINITIONS:</p> <p>1.1 CASE: That part of a submission that is assigned to an examiner for examination and the subsequent generation of a report.</p> <p>1.1.1 COMPLETED CASE: A case for which the report has been released in FACE.</p> <p>1.1.2 PENDING CASE: An unfinished (open) case.</p> <p>1.1.3 SUPPLEMENTAL CASE: That part of a subsequent submission or request that is assigned to the original examiner who has no pending case in the file. A submission containing new evidence (not previously submitted in that file) does not generate a supplemental report, even though some previous evidence is resubmitted along with the new evidence.</p> <p>1.2 CASE COMPLETION DATE: The date the report is released in FACE.</p> <p>1.3 CHAIN OF CUSTODY: A chronological record of those individuals who have had custody of the physical evidence from its initial receipt until its final disposition by the Department.</p> <p>1.4 CONVENIENCE PACKAGE: An unsealed receptacle (e.g., a paper bag, large manila envelope or cardboard box) used to hold sealed evidence, or to submit unsealed evidence for instrument support if the transfer is hand to hand within a DFS laboratory. The convenience package will be conspicuously labeled as such. It may be closed (taped or stapled) but it will not be sealed. It will have the FS Lab # placed on it but will not be marked with the initials of individuals who have handled it.</p> <p>1.5 CRIME: An act committed or omitted in violation of law.</p> <p>1.6 CRIMINAL EVENT: The occurrence of one or more crimes that has been uniquely identified by a submitting law enforcement agency.</p> <p>1.7 DISPOSITION OF EVIDENCE: The act of either returning the evidence to the submitting agency or other authorized person or entity, or destroying it as authorized or required by law.</p> <p>1.8 DEPARTMENT: The Department of Forensic Science</p> <p>1.9 DOCUMENTATION</p> <p>1.9.1 ADMINISTRATIVE DOCUMENTATION: Administrative documentation includes copies of RFLEs, internal chain of custody documents, notes, and Memoranda for Record reports of case-related conversations, subpoenas (testimony subpoenas optional), records of discovery, and other pertinent information which is related to the case file but does not support the conclusions drawn.</p> <p>1.9.2 EXAMINATION DOCUMENTATION: Examination documentation includes references to procedures followed, tests conducted, standards and controls used, diagrams, printouts, photographs, spectra, chromatograms, observations, hand written notes and other material used by the examiner to reach a conclusion.</p> <p>1.9.3 EVIDENCE CONTAINER: The sealed packaging provided by the submitting agency containing an evidence item (or items). The outer packaging is bar-coded, properly marked, and tracked with DFS chain-of-custody.</p>	

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<p>1.10 EVIDENCE STORAGE</p> <p>1.10.1 SHORT TERM STORAGE: Storage used for evidence in the process of examination.</p> <p>1.10.2 LONG TERM STORAGE: Storage used for evidence that is pending analysis or waiting for return, or where the examination process has been temporarily halted/delayed.</p> <p>1.11 EXAMINATION: The act or process of conducting or evaluating analytical procedures and tests that contribute to reaching a finding.</p> <p>1.12 EXAMINER: An employee who performs examinations on and/or develops findings/conclusions concerning physical evidence, prepares and signs reports, and testifies in court as required.</p> <p>1.13 FILE: A file that contains the administrative and examination documentation generated or received by the Department pertaining to a criminal event which has been uniquely identified by a submitting law enforcement agency. The designator of the file is the Forensic Science Laboratory Number (FS Lab #).</p> <p>1.14 FORENSIC SCIENCE LABORATORY NUMBER (FS Lab #): A unique identifier of all submissions of physical evidence related to a single criminal event.</p> <p>1.15 FORENSIC ADVANTAGE – CASE & EVIDENCE (FACE or F.A.C.E.): The Department's laboratory information management system.</p> <p>1.16 INSTRUMENT SUPPORT REPORTS: Any internal report issued in support of other examinations.</p> <p>1.17 ITEM: A component of physical evidence within a submission that was individually specified in a laboratory report; e.g., a bullet or bottle of 1,000 tablets.</p> <p>1.18 LABORATORY: Any one of the Department's laboratories.</p> <p>1.19 MAILING PACKAGE: The outer package created by a submitting agency to submit a case(s) via a carrier service, labeled with the addresses and carrier service tracking data, and defined as documentation that need not be resealed after removal of the evidence.</p> <p>1.20 ORIGINATING LABORATORY: The laboratory at which the first submission of physical evidence and assignment of the original FS Lab # occurred.</p> <p>1.21 PHYSICAL EVIDENCE: Material submitted to the laboratory for examination as part of an investigation into a criminal event.</p> <p>1.22 PRIMARY EXAMINER: The examiner who coordinates the transfer of physical evidence when multiple examiners are involved with a submission and ensures that all cases are completed before the evidence is transferred to Evidence Receiving for return to the submitter. (§ 20.4.4)</p> <p>1.23 REQUEST FOR LABORATORY EXAMINATION FORM (RFLE): The form provided by DFS and used by a submitting agency to request laboratory examinations, provide pertinent information, describe the physical evidence being submitted, and to provide a chain of custody from the submitting agency to the laboratory and back.</p> <p>1.24 REPORT: The official written findings/conclusions of an examiner; a Certificate of Analysis.</p> <p>1.24.1 AMENDED REPORT: A report that has been issued to make a change in a previously issued report.</p> <p>1.24.2 SUPPLEMENTAL REPORT: A report concerning only items of evidence that have been addressed in a previous report by the same examiner.</p>	

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1.25	REVIEWS	
1.25.1	ADMINISTRATIVE REVIEW: A proofreading; a review of the final report, the signed Certificate of Analysis, for administrative issues (i.e., formatting, spelling, grammar, etc.)	
1.25.2	TECHNICAL REVIEW: An in-depth review of the examination documentation used as the basis for the findings/conclusions stated in the signed Certificate of Analysis.	
1.26	SEAL: A proper seal (evidence seal) as defined in ¶ 20.7.	
1.27	SPECIMEN: A singular unit of physical evidence within an item; one of multiple identical units; e.g., a capsule out of a bottle of 1,000 capsules.	
1.28	SUBMISSION: A Request for Laboratory Examination form or forms from a submitting agency listing one or more items of evidence pertaining to a criminal event and requesting one or more examinations.	
1.29	SUBSEQUENT SUBMISSION: A submission that is assigned to an existing FS Lab #. A subsequent submission may contain evidence that had been included in an earlier submission.	
1.30	SUBMITTING OFFICER: The individual who submits the evidence and the corresponding Request for Laboratory Examination form to the laboratory, either in person or via a carrier.	
1.31	SUSPECT: An individual who is suspected of committing a crime.	
1.32	TEST: A physical or chemical measurement, or an observation used to identify a unique or discrete property of an item.	
1.33	TURNAROUND TIME: The time taken to complete a case. The number of calendar days from the date of submission of the physical evidence until the release date of the report in FACE. For drug cases, the turnaround time is the number of work days.	
1.34	VICTIM: A person or entity who is injured or suffers a loss as the result of a crime.	
2	ACRONYMS AND ABBREVIATIONS	
2.1	AFIS: Automated Fingerprint Identification System	
2.2	AOP: Administrative Operating Procedure	
2.3	CA: Commonwealth's Attorney	
2.4	CoA: Certificate of Analysis	
2.5	CODIS: Combined DNA Index System	
2.6	COV: Code of Virginia	
2.7	DCJS: Department of Criminal Justice Services	
2.8	DFS: The Department (Department of Forensic Science)	
2.9	FACE (or F.A.C.E.): Forensic Advantage – Case & Evidence	
2.10	GSR: Gunshot residue	

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<div> <div> 2.11 LABORATORY: Any one of the Department's four laboratories 2.12 NIBIN: National Integrated Ballistics Information Network 2.13 PERK: Physical Evidence Recovery Kit 2.14 RFLE: Request for Laboratory Examination form 2.15 SOP: Standard Operating Procedure 2.16 ROP: Regional Operating Procedure </div> <div> <p align="right">► End</p> </div> </div>	